



STATE OF WASHINGTON
STATE RECORDS COMMITTEE

Office of the State Auditor • Office of Financial Management • Office of the Attorney General • State Archives
PO Box 40238 • Olympia, Washington 98504-0238 • (360) 586-4900

MEETING MINUTES
March 4, 2009 – 1:30 pm
Archives Conference Room, Olympia

Members Present: Marta DeLeon, Attorney General's Office (Acting Chair), Regan Hesse, Office of Financial Management, Jerry Handfield (Washington State Archivist).

Staff Present: Russell Wood (State Records Manager); Michele Mallery (Records Management)

Records Officers/Guests: Barbara Benson (University of Washington); Christine Taylor (University of Washington); Jerry Jansen (Washington State Lottery); Anita Wieland (Office of Financial Management); Bruce Clark (Department of Licensing); Lori Jones (Office of Financial Management); Sid McAlpin (Department of Health)

I. ROUTINE BUSINESS

A. Call to Order: Marta DeLeon called the meeting to order at 1:32 p.m.

B. Introduction of Records Officers/Guests: All Records Officers and guests were introduced.

C. Approve January 7, 2009 Minutes: DeLeon called for a motion to approve the January 7, 2009 minutes; moved by DeLeon; seconded by Handfield

Resolution: Motion carried.

D. Approve of February 4, 2009 Minutes: DeLeon called for a motion to approve the February 4, 2009 minutes as amended. Moved by DeLeon; seconded by Handfield.

Resolution: Motion carried

E. Adoption of Today's Agenda: DeLeon called for a motion to approve today's agenda. Moved by Handfield; seconded by Hesse

II. OLD BUSINESS

A. 1. Tabled item from December 7, 2009 meeting
Office of Financial Management, Office 600 (Information Services Division)

The Office of Financial Institutions submitted corrections for approval

Action: Motion to approve: Hesse; seconded by Handfield.

Resolution: Motion carried.

2. Washington State Liquor Control Board, Office 430 (Distribution Center)

The Washington State Liquor Control Board requested to withdraw series in order to use GS 21002

Action: Motion to approve: Hesse; seconded by Handfield

Resolution: Motion carried.

3. Department of Labor and Industries, Office 720 (Information Services Division)

Motion to table for further work.

Action: Motion to table: Handfield; seconded by Hesse

Resolution: Motion carried.

III. NEW BUSINESS

A. Action Items for Committee Review/Approval

1. Office of Minority and Women's Business Enterprises (OMWBE)

Records Retention Schedule for Office None listed, dated January 15, 2009

Action: Agency requested to have tabled in order to obtain CFR citation: Handfield; seconded by Hesse

Resolution: Motion carried.

2. Washington State Lottery

Records Retention Schedule for Office 400 (Marketing), dated February 3, 2009

Action: Motion to approve: Handfield; seconded by Hesse

Resolution: Motion carried.

3. Department of Health

Records Retention Schedule for Office 417 (Office of Shellfish and Water Protection), dated January 9, 2009

Action: Motion to approve: Hesse; seconded by Handfield

Resolution: Motion carried.

Records Retention Schedule for Office 603 (HSQA Customer Service Office) dated February 10, 2009

Action: Motion to approve with corrections: DeLeon; seconded by Handfield

Resolution: Motion carried.

4. Department of Licensing

Records Retention Schedule for Office 510 (Driver's Services/AD's Office) dated January 22, 2009

Action: Motion to table to clarify if included in previously approved EIS: Handfield; seconded by Hesse

Resolution: Motion carried

5. University of Washington

Records Retention Schedule for Office 15/07 (Counseling Center) dated January 13, 2009

Action: Motion to approve: Hesse; seconded by Handfield

Resolution: Motion carried

Records Retention Schedule for Office 19/45/06 (A&S: Psychology: Clinic Coordinator: Psychological) dated February 10, 2009

Action: Motion to approve items # 1-3. Motion to table item #4 for further work on cut-off solution.

Resolution: Motion carried

6. Department of Labor & Industries

Records Retention Schedule for Office 460 (Specialty Compliance Service – Plumber Certification) dated January 23, 2009

Action: Motion to approve: Hesse; seconded by Handfield

Resolution: Motion carried

Records Retention Schedule for Office 520 (Crime Victim Compensation Program – Administration) dated February 10, 2009

Action: Motion to approve: Hesse; seconded by Handfield

Resolution: Motion carried

Records Retention Schedule for Office 521 (Crime Victims – Bill Payment Unit) dated February 4, 2009

Action: Motion to approve with correction to description: DeLeon; seconded by Hesse

Resolution: Motion carried

Records Retention Schedule for Office 620 (DOSH – Construction & Specialty Services – Administration) dated February 13, 2009

Action: Motion to approve: Handfield; seconded by Hesse

Resolution: Motion carried

Records Retention Schedule for Office 621 (DOSH- Construction & Specialty Services – Cranes) dated February 13, 2009

Action: Motion to approve: Handfield; seconded by Hesse

Resolution: Motion carried

Records Retention Schedule for Office 623 (DOSH – Construction & Specialty Services – Maritime) dated February 13, 2009

Action: Motion to approve: Handfield; seconded by Hesse

Resolution: Motion carried

Records Retention Schedule for Office 625 (DOSH Safety & Technical Hygiene Services) dated February 13, 2009

Action: Motion to approve: Hesse; seconded by Handfield

Resolution: Motion carried

Records Retention Schedule for Office 677 (DOSH – Consultation, Education & Outreach – Governor's Safety & Health Conference) dated January 30, 2009

Action: Motion to approve items # 1-3 and motion to table item # 2 to clarify why electronic copy is kept for 75 years and is archival: Hesse; seconded by Handfield

Resolution: Motion carried

Records Retention Schedule for Office 714 (Fraud Prevention – Investigations) dated February 10, 2009

Action: Motion to approve pages 1-2, items # 1-4. Motion to table page 3, items # 5 and 6 to clarify context of case.

Resolution: Motion carried

Records Retention Schedule for Office 715 (Fraud Prevention – Provider Fraud) dated February 10, 2009

Action: Motion to table to clarify if the proceedings are referred: Hesse; seconded by Handfield

Resolution: Motion carried

Records Retention Schedule for Office 931 (Administrative Services – Legal Services Administration) dated February 6, 2009

Action: Motion to approve with correction to description: Handfield; seconded by Hesse

Resolution: Motion carried

IV. OTHER BUSINESS

A. Announcements from the State Archivist

1. The State Archivist announced there was a request from two significant researchers from Maryland, who are specialist in researching the impacts of Mercury on young children. Washington is one of seven states that has banned the use of Mercury in vaccinations of children under the age of 3 and pregnant women. They have asked the Washington State Archives, Department of Health and the Department of Social and Health Services to cooperate in reviewing records that may pertain to this issue. The State Archivist wanted to inform people this as it is a legislative issue as well as public health interest in the sense of making records more valuable and useful. Barbara Benson from the University of Washington recommended the researchers contact the Chair of the Epidemiology Department at the University of Washington for further information.
2. The State Archivist submitted a list of Boards and Commissions that are to be eliminated by the Governor's Executive Order and Legislative action. This is key to the Washington State Archives as records are to be transferred to the State Archives if an agency is abolished and no longer in existence.
3. The State Records Manager and staff have trained over 180 people from the Community and Technical Colleges in Eastern Washington. This is the first major training for the Community and Technical colleges in the State.
4. The Department of Parks and Recreation is considering re-shuffling the Records Officer position.
5. The Arizona Archives opened a new building over a month ago and closed its doors last week due to budget short falls. They went from 15 staff down to 3 staff members.
6. There was an article regarding the collapse of the new Archives in Cologne Germany. They suspect the collapse was due to the construction of an underground subway.
7. There was an article in the Seattle times in regards to the Heritage Center, titled "Legislators re-think Heritage Center"
8. The Digital Archives was chosen #1 in the United States for on-line resources in researching genealogy.
9. House Bill 1374 is up for vote this week or next. The bill calls for the preservation of \$4 million in the local government archives account. It is being pushed by all the counties and local officials throughout the state. They have asked the Secretary of State to support the bill. If the \$4 million is taken out of the local government archives account, the account would be down to zero in a very few months. The grant program would not exist as it is 60% of the budget for Archives, if this were to take place. The money was supposed to be transferred on June 30th, 2009 to the Heritage Center account. Even with the \$4 million, they will be short over \$11 million to build the Heritage Center due to the decrease in revenue by 50% that is associated with the local government archives account predictions.

V. NEXT MEETING

When: April 8, 2009 - 1:30pm

Where: Archives Conference Room, Archives and Records Building, Olympia

VI. ADJOURNMENT

Action: Motion to adjourn: Handfield seconded by DeLeon

Resolution: Meeting adjourned 3:25 p.m.

CERTIFICATION OF MINUTES OF THE STATE RECORDS COMMITTEE MEETING:

I, Marta DeLeon, Vice Chair of the State Records Committee, certify that the above is a true and correct transcript of the minutes of a public meeting of the State Records Committee of the Secretary of State, Archives and Records Management Division, held in the State Archives Building conference room on March 4, 2009, and that the public meeting was duly called and held in all respects in accordance with the laws of the State of Washington and that a quorum was present.

Chair Signature

Acting Chair

Date

4/8/09